

Statute of the Examination Center of the Caucasian International University

Article 1. General Provisions

- 1.1. The examination Center (hereinafter referred as – Center) of the Caucasian International University (hereinafter referred as - University) is the structural entity of the University.
- 1.2. The Center, in the frame of its competency, acts based on the Georgian legislation, University Statute, orders of the University Rector and Chancellor and present Statute.
- 1.3. The Center, in the frame of its competency, is responsible for the execution of the liabilities before the Rector and the Chancellor of the University.

Chapter I. The goals, purposes and obligations of the Center

Article 2. The goals and purposes of the Center

- 2.1. The goals of the Center are:
 - a) Creation and Implementation of the integrated examination system in the University;
 - b) Implementation and development of the modern examination system;
 - c) Increase the education quality;
- 2.2. The purposes of the Center are:
 - a) In the University, provide the organization of the written examinations on all three educational stages such as intermediate, final and additional;
 - b) Provide the Organization of the preliminary written examinations for Master's studies and for doctoral degree studies in the University;
 - c) Provide the organization of the language competency determining examinations for the students having foreign country citizenship;
 - d) Provide the organization of the qualification examinations for the lecturers and teachers of the University.

Article 3. Rights and Obligations of the Center

- 3.1. The Center in the frame of its competency:
 - a) Develops the rules and instructions regulating examination process. Provides to hang up the instructions regarding the students habits and rights and obligations at the illustrative place of the examination Center territory.;
 - b) Requires and controls timely submission of all type of information from the faculties in connection of intermediate, final, additional written examinations, also preliminary examinations for Master's studies and for doctoral degree faculty;
 - c) Discusses all claims submitted regarding the procedural issues of the examinations;
 - d) Provides the analyses of the examinations process and results;
 - e) Based on the results analyze makes recommendations for the Rector;
 - f) Provides rights and obligations determined by the legislation and orders of the University Rector and Chancellor.
 - g) Provides and is responsible to protect confidentiality of examination issues.
- 3.2. During the planning of the examination process Center provides the following activities:
 - a) After starting of the academic semester requests from the dean's office all the data necessary for the examination timetable: exact name of the educational course with its timetable (must be indicated code of the educational course and status: optional University subject, optional faculty subject, optional specialty subject), academic groups and number of students, semester, specialty, name and family name of the lecturer, duration of the examination.

- b) No later than 2 weeks prior the examination period submits the examination timetable project to faculties for further notices. Dean's office submits notices in 3 working days.
- c) Controls e-mails for the representation of the examination assignment according to the faculties:
examine_business@ciu.edu.ge, examine_medicine@ciu.edu.ge, examine_law@ciu.edu.ge,
examine_social@ciu.edu.ge
- d) In each semester, before starting the examination period, no later than 1 week, in the educational process management system "GONY" publishes the timetable of interim and final examinations;

Chapter II. Management and Structure of the Center

Article 4. Head of the Center

- 4.1. The Center is managed by the head of the Center, who according the recommendation of the Rector, is appointed to and released from office, by the Chancellor.
- 4.2. The head of the Center is responsible before the Rector and the Chancellor of the University ;
- 4.3. The head of the Center in the frame of his/her competency:
 - a) Leads and manages the activities of the Center;
 - b) Is responsible for the fulfillment of the purposes and functions of the Center;
 - c) Distributes the functions among employees of the Center and gives indications and assignments;
 - d) Provides controlling of the fulfillment of duties by the employees and listens their reports;
 - e) Introduces the proposals to the chancellor about the structure of the Center, establishment, work organization, stimulation of employees and imposing the discipline liabilities, also implementation of practical innovations and novelties;
 - f) Moderates with the corresponding structural entity of the University regarding the issues of the Center employee's qualification improvement;
 - g) Moderates with the corresponding structural entity of the university for the fulfillment of the Center purposes and appropriation of funds and material means necessary for the fulfillment of the purposes;
 - h) Twice a year, after the terminations of the Autumn and Spring academic semester, submits the report regarding the Center activities to the Rector and the Chancellor of the University, also any time after the requirement of the Rector and the Chancellor;
 - i) Has relations and cooperates with the other structural entities of the University or/and faculties;
 - j) Represents the university in the frame of his/her competency;
 - l) Signs or/and authorizes the documents and projects prepared by the Center, also in the frame of his/her competency provides the same activities in connection of the documents prepared by the other structural entities of the University;
 - m) Develops the examination instructions and transfers to Director for further approval purposes.
 - n) Provides other liabilities determined by the legislation and by the orders of the Rector and Chancellor of the University.

Article 6. Employees of the Center

- 6.1 The employees of the Center are:
 - a) The deputy head of the Center
 - b) The specialists of the Center.
- 6.2 The employees of the Center are assigned to and released from the position by the Chancellor;
- 6.3 In case of absence of the employee of the Center his/her duties and obligations shall be fulfilled by the another employee of the Center.
- 6.4 The deputy head of the Center:
 - a) Fulfills the duty assigned according the Georgian legislation, present Statute, examination providing instructions developed by the Center and work descriptions and also duties and assignments imposed by the head of the Center;
 - b) In case of absence of the Head of the Center is responsible for the proper functioning of the Center;
- 6.5 The specialist of the Center:

- a) Fulfills the duty assigned according the Georgian legislation, present Statute, examination providing instructions developed by the Center and work descriptions and also duties and assignments imposed by the head of the Center;
- b) Is responsible for the work he/she has fulfilled;
- c) Is responsible for the protecting-storage of the documentations distributed for performing purposes;
- d) Prepares answer for the correspondence submitted to him/her;

6.6 The rights and obligations of the employee of the Center is determined by the Statute of the Center, by the examination providing instruction developed by the Center, job assignments of the head of the Center and orders of the Rector.

6.7 The employees of the Center are responsible before the head of the Center.

Article 7. Supervisor

7.1. Supervisor can be the employee of the Center, employee of the faculty, and student of the doctoral faculty or invited person under the terms of the agreement.

7.2. The Supervisor subordinates the examination Center and is accountable before the head of the Center.

7.3. The duty of Supervisor does not mean the additional reimbursement for the specialist of the Center, faculty employee and student for the doctoral faculty;

7.4. The Head of the Center agrees the quantity of invited Supervisor with the Chancellor. Job agreement concludes the head of the Center in the name of the University.

7.5. The rights and responsibilities and work conditions shall be determined by the examination instructions, job assignments of the head of the Center and order of the Rector.

Article 8. Rights and responsibilities of the Supervisor

8.1. The Supervisor is obliged to appear at the examination place no less than half an hour prior the examination starts and pass the registration in the examination Center.

8.2. The Supervisor is obliged, 10 minutes before the examination begins finish the work and hold his/her place.

8.3. Supervisor informs students about their rights and obligations.

8.4. Supervisor according the sector sheet distributes the examination tickets and only afterwards shall start the counting of the examination time.

8.5. The Supervisor is obliged to provide supervision of the examination process in his/her sector through the visual or surveillance camera. To provide strict control over examination conducting rules established for the students regarding the examinations instruction, in case of failure of those rules of conduct shall give a warning to a student and in case of repeated warning, also in case if detects that student uses the examination topic he/she must withdraw the student form the examination.

8.6. In case of withdrawal the student from the examination, Supervisor shall take from student the examination ticket and sheets. He/she makes inscription over the examination sheet – “Is withdraw from the examination” indicating the reason of removal, fixes the removal of the student in the examination accounting sheet of the group.

8.7. It is prohibited for the supervisor to leave the examination sector determined for him.

8.8. The Supervisor is obliged to answer the procedural and technical type of questions asked by the students. ∅ He is prohibited from answering questions having content of the examination issues.

8.9. In case of question or problem during the examination process, the Supervisor is obliged to apply the employee of the examination Center.

8.10. Before 15 minutes prior the examination term expires, the Supervisor informs students.

8.11. The Supervisor transfers the counted and signed examination forms to the authorized employee of the examination Center.

8.12. In case of failure the present rules disciplinary liability norms shall be distributed on the Supervisor.

Article 9. Technical Means intended for the Examination Supervision

- 9.1. The supervision on the examination process shall be provided by the surveillance camera, and the indication shall be hanging up on the visible place for the students.
- 9.2. The results of the supervision provided by the surveillance camera shall be used for the detection of infringements during the examination process and prompt responding purposes, checking the exact issues during the examination process, during the checking of issues raised in connection of the exams from the side of lecturers/dean's office, reaction for student's claims and for other purposes, in connection with the implementation of the examination process according to the established examination process standards provisions.
- 9.3. The records of the surveillance camera shall be kept during 30 days. The part of the record taken on specific issue shall be kept together with the corresponding documentation according to the term of keeping.
- 9.4. Access on the surveillance camera records has only head of the examination Center and employees of the examination Center. Except the employees of the examination Center it is possible to see the record regarding the permission of the head of the examination Center if exists the necessity determined according to the present Statute.

Chapter III. Examination Conducting Rule

Article 10. Schedule of the examinations

- 10.1. The period to conduct the interim examinations is determined by the educational programs and syllabuses of the corresponding subjects. The period for the final examinations shall be determined by the educational terms, established by the order of the Rector, according to the educational process regulation rule.
- 10.2. Formation of the examination schedule, in result of the consultations with the corresponding educational entity and lecturer, based on their reasonable notices and indications, is provided by the examination Center. For the purpose to provide the optimal distribution of the final examinations the statistically difficult examinations are conducted earlier.
- 10.3. The examination Center is obliged to publish the schedule of interim and final examinations no later than one week before the examination period starts, and the schedule of the additional examinations is published no later than 5 days before the examination period starts.

Article 11. Presenting the examination issues/tickets

- 11.1. The lecturer is obliged to present the examination issues or tickets in 5 versions in the examination Center no later than 3 weeks prior the examination process starts.
- 11.2. The issues/tickets presented in the examination Center must be fully compatible with the topics determined by the educational course syllabus.
- 11.3. The form of the ticket, quantity of the issues and evaluation criteria shall be determined by the lecturer regarding the educational course syllabus.

Article 12. Examination process

- 12.1. Before the examination process starts student receives information about the auditorium and place previously determined for the examination and takes place minimum 10 minutes earlier.
- 12.2. Before the examination starts, student is obliged to transfer all the items to the Supervisor which is prohibited to use during the examination (telephone, book, note book, photocopy, record and etc).
- 12.3. The student is obliged to have identity card (ID, passport, driving license), pen, water if necessary, normative acts permitted for specific examination, code, calculator;
- 12.4. Before the examination starts, the Supervisor checks the students in the auditorium according to the allocation to their places and ID cards.
- 12.5. After the inspection the Supervisor distributes the examination tickets and starts time accounting.
- 12.6. Examination work must be made on the examination sheet distributed by the Supervisor, otherwise the work shall not be corrected.

12.7. Conversation is prohibited during the examination process. In case of negotiation between each other student shall receive remark, in case of same or other kind infringement student shall be withdrawn from the examination.

12.8. The duration of the examination shall be determined with the syllabus of the subject, which is known beforehand to the student.

12.9 In case of the combined examination (casus, example and etc. Which needs the usage of book or other means), first hour is provided for practical exercises when student has right to use the necessary items.

12.10. 15 minutes before the expiration of the examination term, the Supervisor provides the caution of the students.

12.11. After the expiration of the examination term student is obliged to deliver the examination work.

12.10. Student is obliged to fill all the boxes on the examination material (name, family name, date and etc), transfer the examination work and make signature in the examination sheet.

Chapter IV. Examination results, claim and accounting

Article 13. Removed (#01-111, 20.09.2018)

Article 14. Removed (#01-111, 20.09.2018)

Article 15. Inspection of the examination tickets

15.1. After the expiration of the final/additional examination term, the examination Center is obliged to transfer the examination tickets/issues, submitted by the teachers, to the University quality ensure service for further response.

15.2. The quality insurance service is obliged to establish the compatibility of the examination tickets/issues with the syllabus of the educational course.

15.3. The quality assurance service submits the resolution to the Rector and if necessary takes corresponding measures.

Article 16. Final provisions

16.1. Changes and amendments in the Statute of the Center shall be provided on the basis of the Chancellor's order.

16.2. Approving the foregoing Statute, the previous "Examination Center Statute of the Caucasian International University" approved by the order #01-110 of 3 December 2013 by the Chancellor was declared invalid.